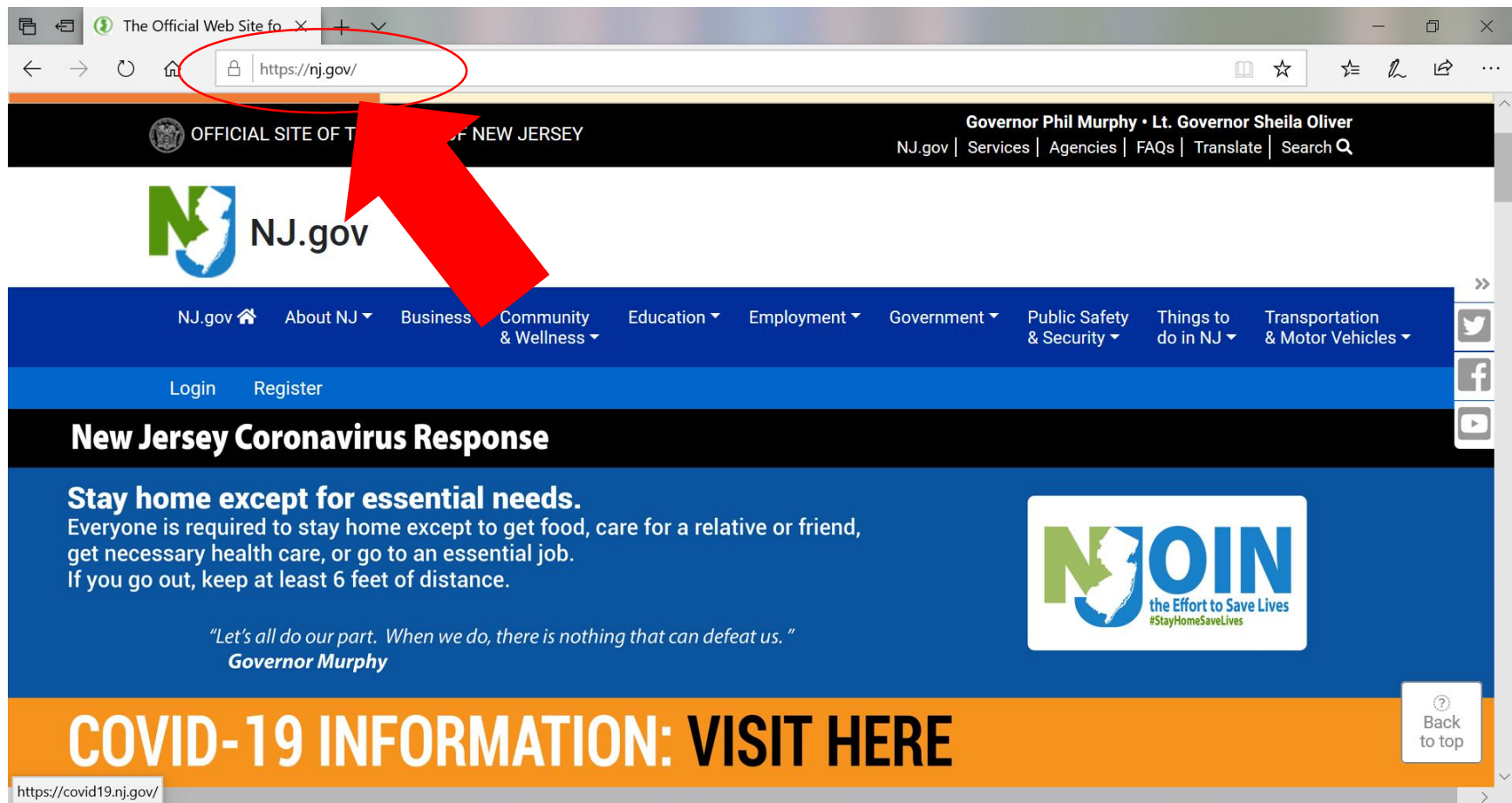


INSTRUCTIONS FOR E-FILING



Go to www.nj.gov to register and create your MyNewJersey Account. Upon completion, you will have a MyNewJersey Portal ID.

The Official Web Site for The State of New Jersey Log In To myNewJersey X + -

https://my.state.nj.us/openam/UI/Login

OFFICIAL SITE OF THE STATE OF NEW JERSEY Governor Phil Murphy • Lt. Governor Sheila Oliver
NJ.gov | Services | Agencies | FAQs

myNewJersey
powered by njoit

Log In to myNewJersey

Login ID:

[Forgot your login ID?](#)

Password:

[Forgot your password?](#)

Log In
[Need help?](#)

If you need to register for Unemployment Benefits please go to myunemployment.nj.gov. Unemployment services are only accessed through that site.

Otherwise, register for myNewJersey services here:

Sign Up

Click on the “Sign Up” box located at the bottom right to create an account.

The Official Web Site for The New Jersey Board of Public Utilities Create Your myNewJersey Account

https://my.state.nj.us/signup/Signup

Create Your myNewJersey Account

To use specific services that New Jersey has offered you, you need to create a myNewJersey account using this form (all fields are required).

You'll be able to change all of your entries later, except your login ID, using the "my account" link any time you're logged in to myNewJersey.

Login IDs can only contain letters, numbers, and these four characters: @ . - _

Login ID

Passwords must be at least 8 characters long, chosen from at least three of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and).

Password

Retype your password

First name

Last name

If you forget your login ID or password in the future, the system will ask you the question you enter here. If the answer you give then matches the answer you enter now, the system will send your ID or a new password to the email address you provide below. Pick a question and answer you can remember, but only you would know.

Question you want us to ask

Your answer

Email address

Retype your email address

Take a moment to review your sign-up information and be sure it's correct before you click the Create Account button.

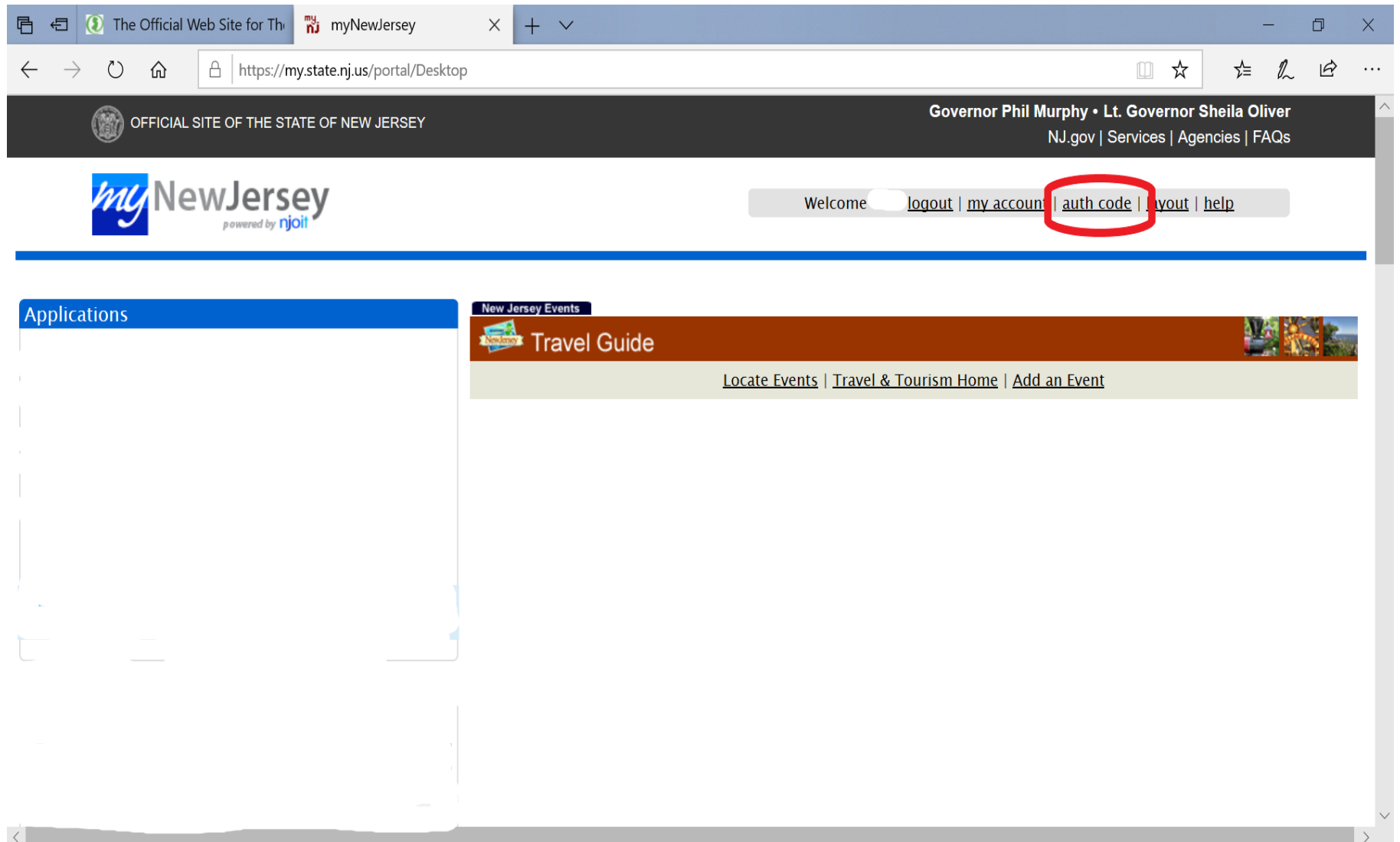
Create Account

Follow instructions.

Once that process is complete, you will need to contact BPU IT Helpdesk at ITHELPDESK@bpu.nj.gov and provide the following:

- your myNewJersey ID
- first name
- last name
- your company name (If applicable)
- your email address

Typically, within two business days, you will receive an email containing an *authorization code*.



Click “enter authorization code”. This step will not be necessary each time nor will you have to pass through this page/screen once you are registered.

The screenshot shows a web browser window with the address bar displaying `https://my.state.nj.us/edituser/AcceptAuthCode`. The page header includes the New Jersey state seal and the text "OFFICIAL SITE OF THE STATE OF NEW JERSEY" on the left, and "Governor Phil Murphy • Lt. Governor Sheila Oliver" with links to "NJ.gov | Services | Agencies | FAQs" on the right. The main content area features the "myNewJersey" logo (powered by njoit) and a central box titled "Enter Your myNewJersey Authorization Information". Inside this box, there is a numbered list of five instructions: 1. Enter or paste the authorization code. 2. Click "Finished". 3. Code verification and profile update. 4. Session end and return to login. 5. Log back in to verify content. Below the list is a text input field labeled "Enter your authorization code:". At the bottom of the box are two blue buttons: "Finished" and "Cancel".

myNewJersey
powered by njoit

Enter Your myNewJersey Authorization Information

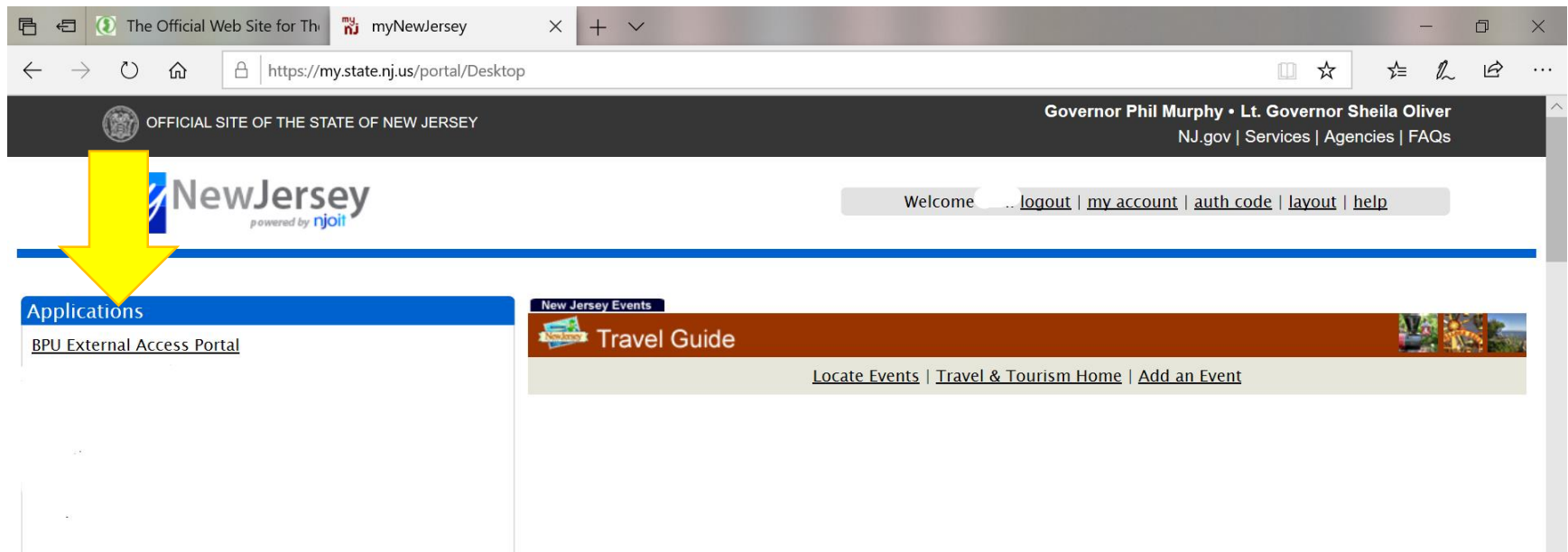
1. If you've been given an authorization code, type or "paste" it into the box below (otherwise, click "Cancel").
2. Click the "Finished" button.
3. Your code will be verified and your profile will be updated with your new role.
4. If the update is successful, the *myNewJersey* portal will end your current session and, after a few seconds, will return your browser to the login page.
5. Please log back in and verify that your *myNewJersey* desktop includes the content for your new role.

Enter your authorization code:

Finished **Cancel**


After clicking, you will be directed to this screen. Please enter the code you were given. Click *Finished*. Again, you will only see this screen initially while setting up your portal ID.

That will automatically log you out. Please LOG BACK INTO www.nj.gov which will bring you to the screen below.



The Official Web Site for Th myNewJersey INFOSHARE SELECT Log X

https://portal035.state.nj.us/extutil/login.aspx



Welcome to the New Jersey Board of Public Utilities External Access Application.

This system is intended for document management and transference between the NJ-BPU and authorized users.

Customer Assistance / Cable TV

- Online case management
 - Online responses to BPU inquiries or complaints
 - Transfer and view documents transferred between BPU and utility company
 - Case management displaying current, pending and past transactions with BPU

Pipeline Safety

- Upload reports and other required documents

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BPU External Access Portal

User Login

User Name

Password

Verify Code 68FJ8
[Try a New Code](#)

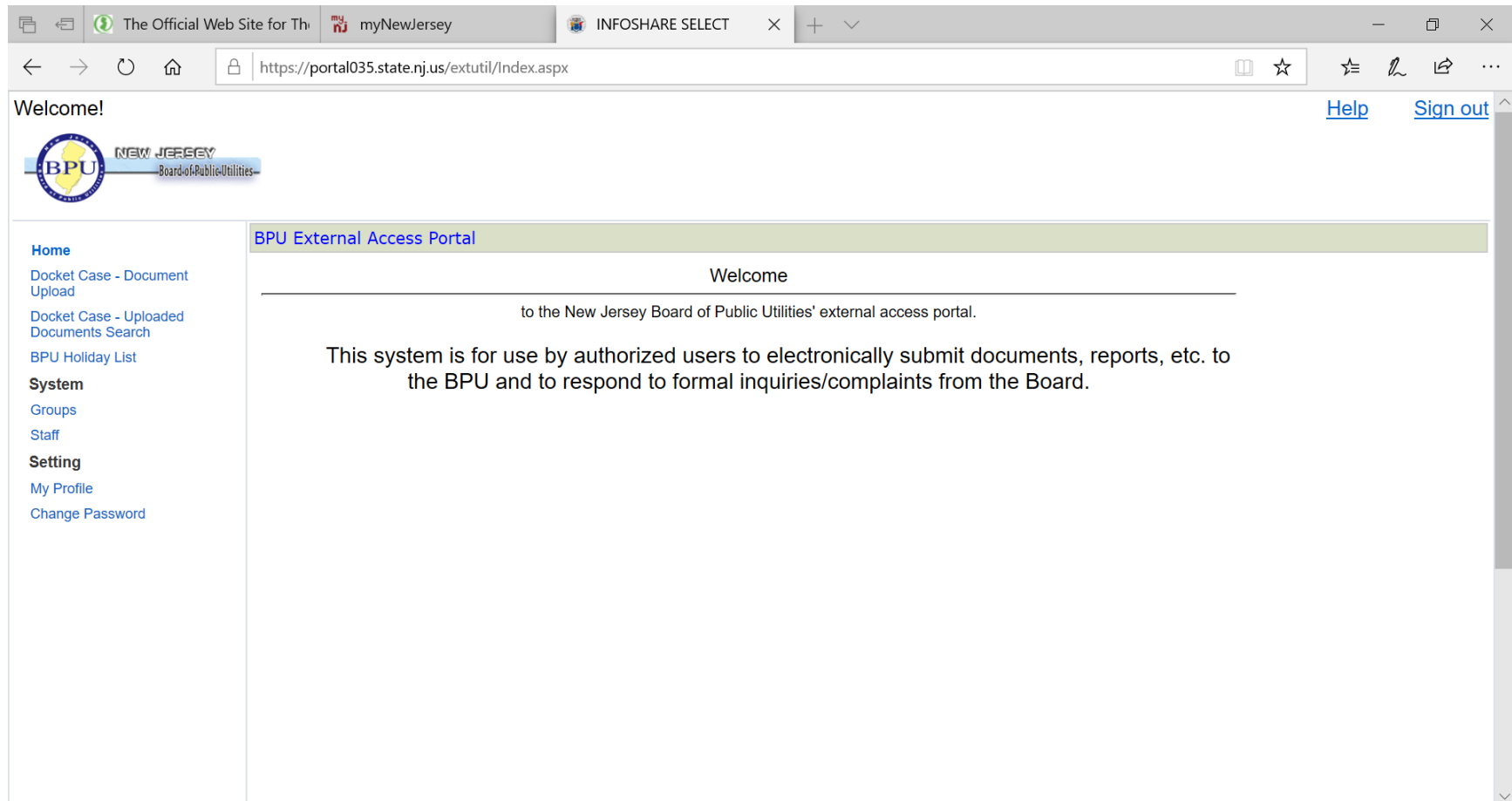
Login

[Forget Password?](#)

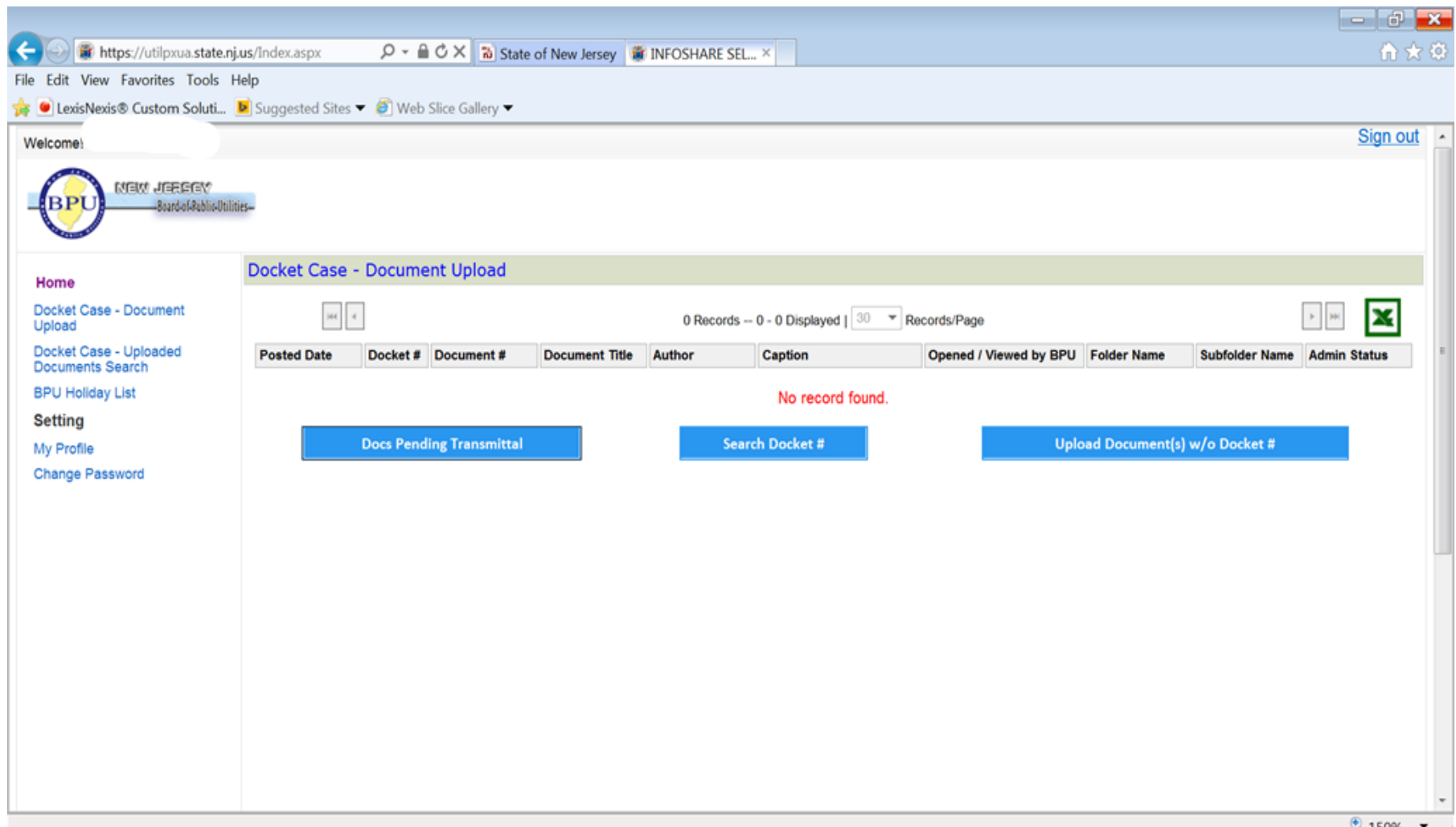
This system is intended for use by authorized users and their designees. Unauthorized use is prohibited.

infoshare select By CSITECH

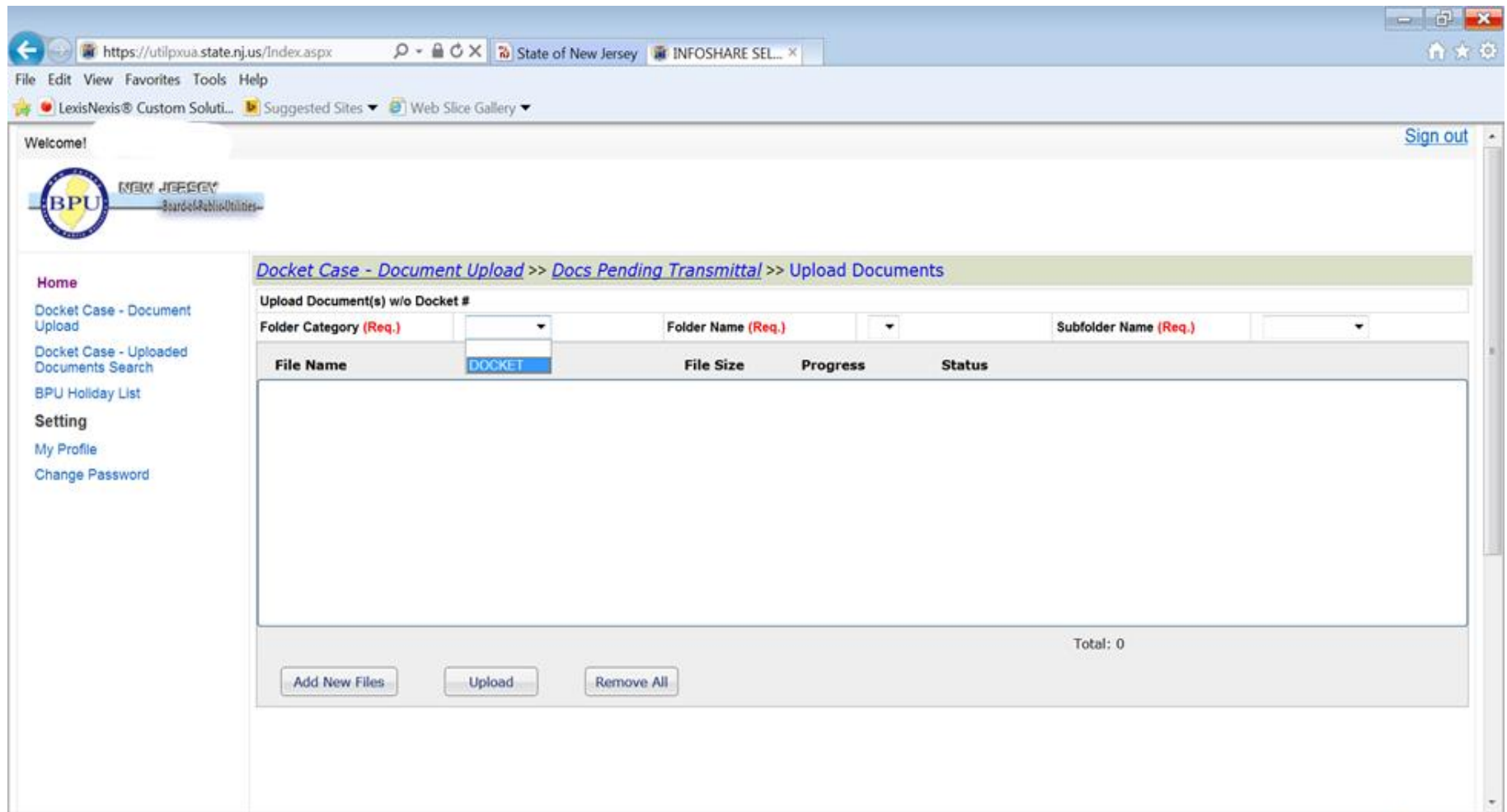
Once you've completed the procedure to apply the user authorization code, you will get another email regarding your BPU external website User Name and Password, shown here. Follow the instructions listed in the email and you will be able to login.



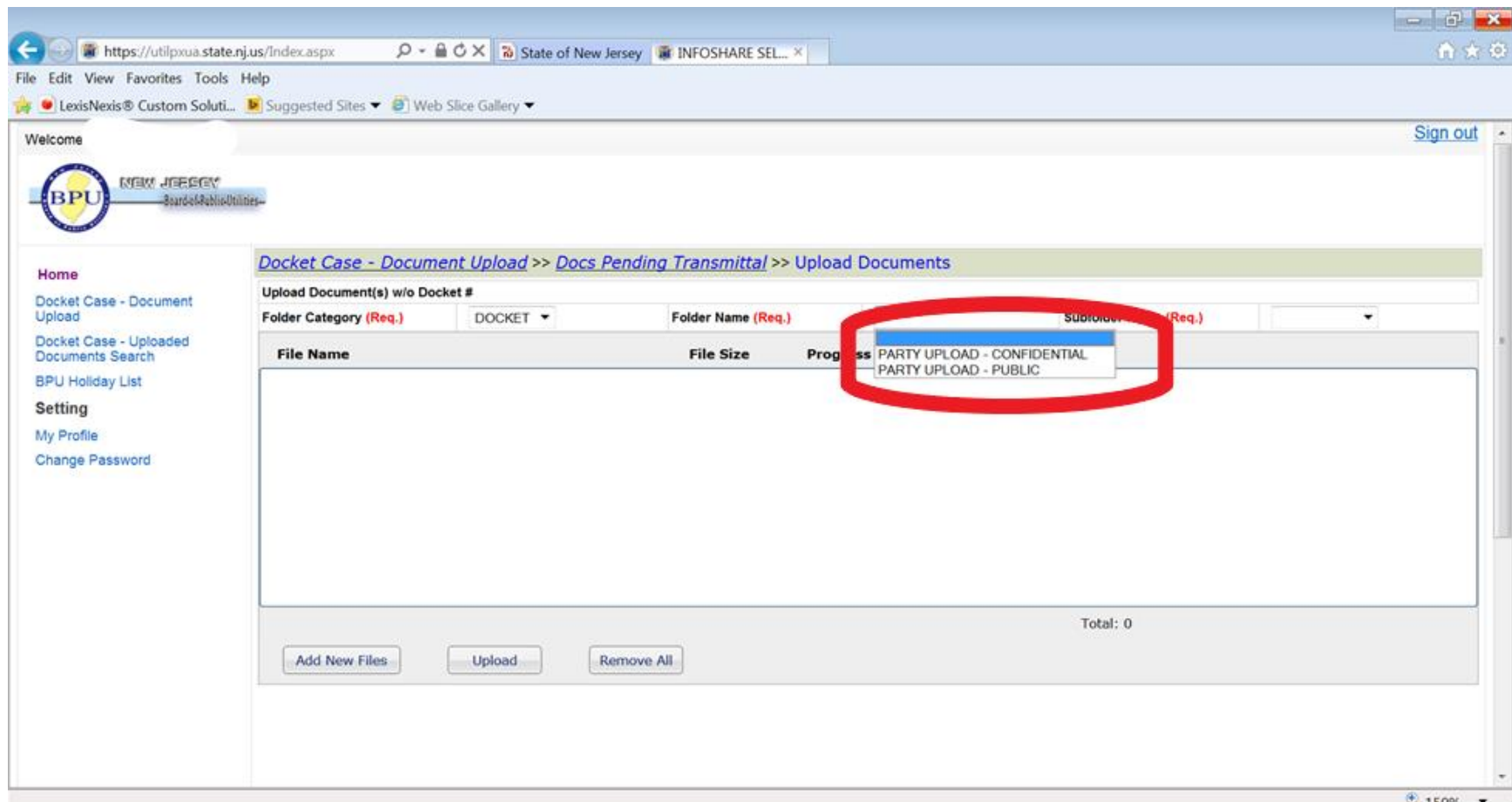
After logging in to Infoshare as a utility, you will see this “Welcome” screen. On the left, click on “Docket case – Document Upload”.



That will bring you to this screen. If you have a docket number, please click Search Docket # tab for your submission. You can also click “Upload document(s) w/o docket #” on the right.



Click on "Folder Category (Req.)" and the dropdown menu, click "Docket".



Then click on the “Folder Name (Req.)” dropdown button and select either “Confidential” or “Public”:

CONFIDENTIALITY

E-filing does NOT waive confidentiality:

- N.J.A.C. 14:1-12.1 et seq. applies, with exception, pursuant to the “waiver order”, of the requirement to provide confidential paper filings and mailings.
- You are always given a “confidentiality” option when filing a document.
- If you are uploading a confidential document, please make sure that all necessary letters and affidavits of confidentiality are included.
- **Also please make sure that you are uploading the correct document to the relevant folder (confidential to the “Confidential” folder, public to the “Public” folder), as the uploaded documents are NOT screened by BPU staff.**

Browser address bar: <https://utilpxua.state.nj.us/Index.aspx>

Navigation bar: BPU Intranet, myNewJersey, INFOSHARE SELECT, Office 365 Login, Suggested Sites, Log In Smartsheet, Google, Google Maps, Board of Public Utilities

Welcome!

BPU NEW JERSEY Board of Public Utilities

Home

- Docket Case - Document Upload
- Docket Case - Uploaded Documents Search
- BPU Holiday List

Setting

- My Profile
- Change Password

Docket Case - Document Upload >> Docs Pending Transmittal >> Upload Documents

Upload Document(s) w/o Docket #

Folder Category (Req.) Folder Name (Req.) Subfolder Name (Req.)

File Name	File Size	Progress	Status
Pilot Review1.docx	14.3 KB	0.0%	Pending x

Total: 1 0 KB of 14.3 KB

Buttons: Add New Files, Upload, Remove All

After selecting “Add New Files,” the screen will begin to process the upload.

https://utilpxua.state.nj.us/Index.aspx

BPU Intranet myNewJersey INFOSHARE SELECT

Office 365 Login Suggested Sites Log In Smartsheet Google Google Maps Board of Public Utilities

Welcome [Sign out](#)

BPU NEW JERSEY
Board of Public Utilities

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[Docket Case - Document Upload](#) >> Docs Pending Transmittal

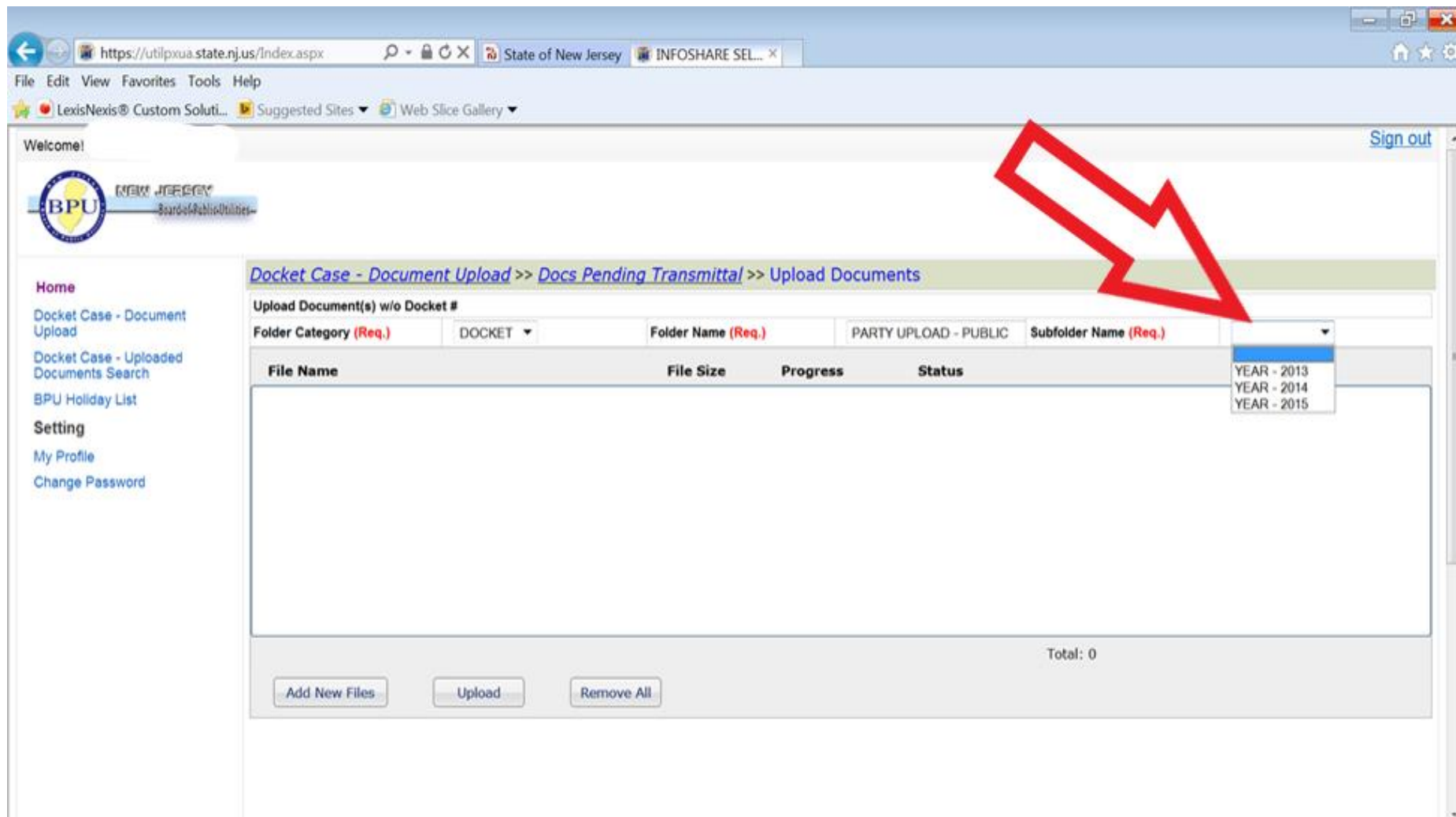
1 Records -- 1 - 1 Displayed | 30 Records/Page

	Docket #	Document Title	Author	Caption	Change Title/Detail	Folder Name	Subfolder Name	Posted Date
<input type="checkbox"/>		<u>Pilot Review1</u>		THIS IS A TEST CAPTION	<u>Change Title/Detail</u>	PARTY UPLOAD - CONFIDENTIAL	YEAR - 2016	10/21/2016

Select All ☐

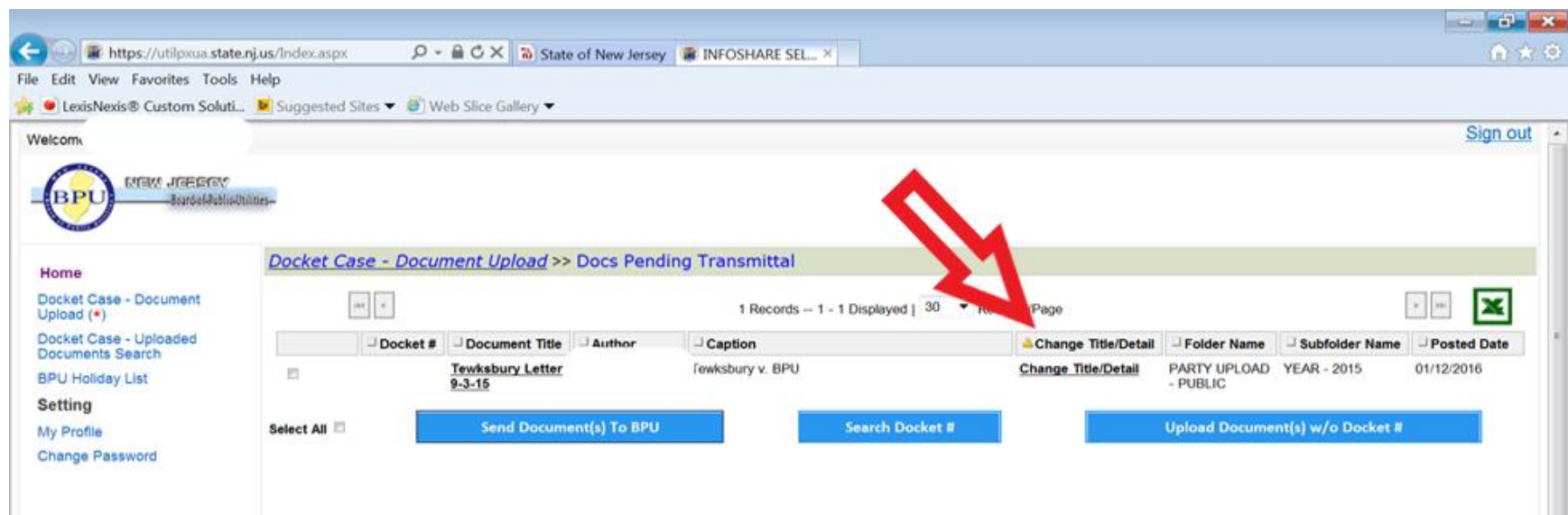
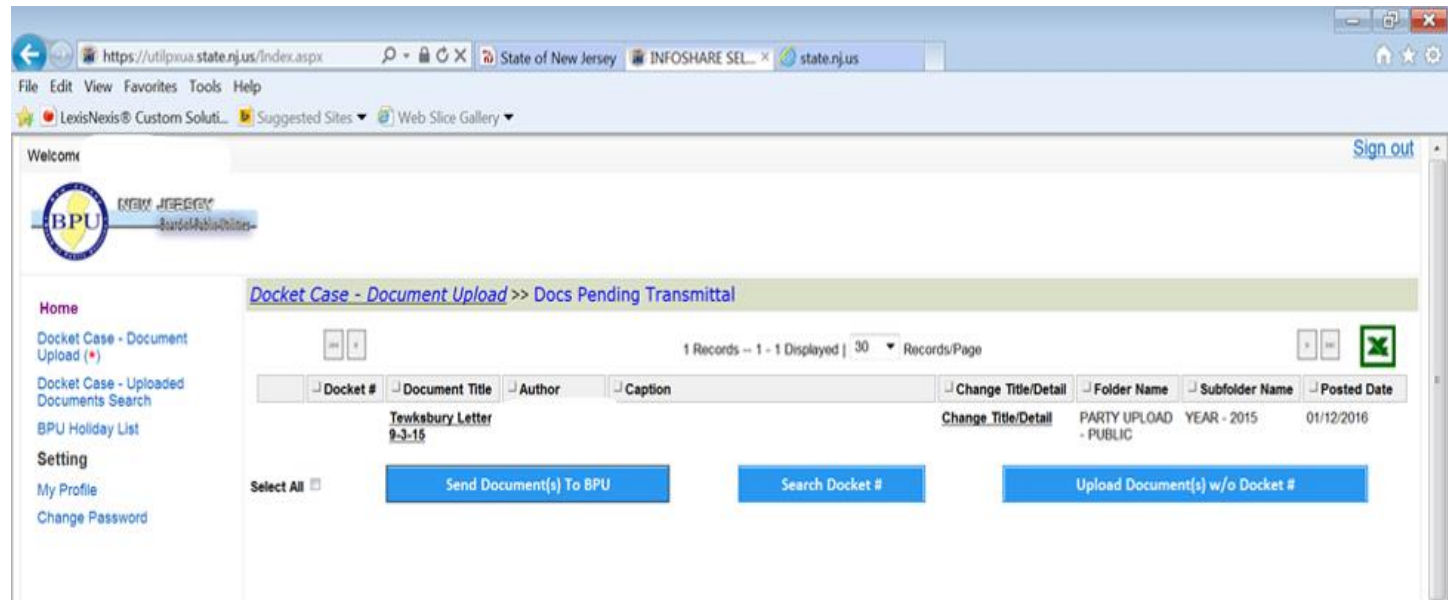
[Send Document\(s\) To BPU](#) [Search Docket #](#) [Upload Document\(s\) w/o Docket #](#)

This screen will provide a detail preview of document upload and folder designated



Click on “Subfolder name” and choose a year of filing.

Once you have uploaded all of the necessary documents, you will see “Docs Pending Transmittal”.




Click on “Change Title/Detail”. A new window will pop up where you input the caption, title, and check the inputted information for any errors. Click “Update”. That window will automatically close and take you back to the previous window.

https://utilpxua.state.nj.us/Index.aspx State of New Jersey INFOSHARE SEL...

File Edit View Favorites Tools Help

LexisNexis® Custom Soluti... Suggested Sites Web Slice Gallery

Welcome! [Sign out](#)

 **NEW JERSEY**
Board of Public Utilities

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- [Docket Case - Upload Document](#)
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Setting

- [My Profile](#)
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[Docket Case - Document Upload >> Docs Pending Transmittal](#)

1 Records -- 1 - 1 Displayed | 30 Records/Page

	Docket #	Document Title	Author	Caption	Change Title/Detail	Folder Name	Subfolder Name	Posted Date
<input checked="" type="checkbox"/>		<u>Tewksbury Letter</u> 9-3-15		Tewksbury v. BPU	Change Title/Detail	PARTY UPLOAD - PUBLIC	YEAR - 2015	01/12/2016

Select All ☐

[Send Document\(s\) To BPU](#) [Search Docket #](#) [Upload Document\(s\) w/o Docket #](#)

Check the small box to the left of the “Document Title” column then click on “Send Document(s) to BPU” button.

https://utilpxua.state.nj.us/Index.aspx State of New Jersey INFOSHARE SEL...

File Edit View Favorites Tools Help

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Welcome [Sign out](#)

BPU NEW JERSEY Board of Public Utilities

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- Setting**
 - My Profile
 - Change Password

Docket Case - Document Upload

3 Records -- 1 - 3 Displayed | 30 Records/Page

Posted Date	Docket #	Document #	Document Title	Author	Caption	Opened / Viewed by BPU	Folder Name	Subfolder Name	Admin Status
01/12/2016		1143537	<u>Tewksbury Letter 9-3-15</u>		Tewksbury v. BPU	NO	PARTY UPLOAD - PUBLIC	YEAR - 2015	PENDING REVIEW
01/12/2016		1143535	<u>ACRONYMS</u>		asdf	NO	PARTY UPLOAD - PUBLIC	YEAR - 2015	PENDING REVIEW
01/12/2016		1143534	<u>Tewksbury Letter 9-3-15</u>		THIS IS A TEST CAPTION	NO	PARTY UPLOAD - CONFIDENTIAL	YEAR - 2015	PENDING REVIEW

Docs Pending Transmittal Search Docket # Upload Document(s) w/o Docket #

The next screen will show you what documents were uploaded and their status in the BPU Case Management System. The screen indicates that the documents are pending review. It may take up to a day or two for Case Management to process your documents and assign a docket number.

BPU E-Filing Confirmation

- Once you have successfully uploaded and submitted your document(s), the E-filing portal generates a TIME/DATE stamped page for Case Management to review;
- Case Management reviews the E-filed submission;
- The entity/petitioner will be contacted by Case Management within three (3) business days as long as you have successfully submitted the e-Filing properly;

Please note:

- If you do not have a valid My NewJersey Portal ID and have not received the proper Role Authorization Code you will not be given access to the BPU External Access Portal.
- E-filed documents will be considered filed as of the TIME/DATE on the computer generated page you receive from the External Access Portal (see example on next page).
- If these requirements are not met, the filing will be rejected. The filing must then be resubmitted and will be considered filed the date of the *successful* filing.



NJ BPU POR Document(s) Receipt (Docket #: EC16010005-)

1 message

**** PLEASE DO NOT RESPOND TO THIS EMAIL ****

This is a receipt for the following document(s) which have been received, reviewed and accepted into

Docket Number: **EC16010005-**

by the Office of Case Management of the New Jersey Board of Public Utilities

LIST DOCUMENT(S) ACCEPTED

- Tewksbury Letter 9-3-15

Thank you,
The New Jersey Board of Public Utilities

Lastly, you will receive an e-mail confirming receipt.